

DISTRICT COURT OF THE VIRGIN ISLANDS
DIVISION OF ST. THOMAS/ST. JOHN AND ST. CROIX

CM/ECF DISTRICT- UPDATES

May 15, 2007

Electronic Case Filing implementation is currently underway in the District Court of the Virgin Islands and our "Go Live" date is scheduled for June 18, 2007 for **Civil** cases only. We will continue to accept filings in our **Criminal** cases traditionally and management of these cases will be done in our present case management system, JAMS.

In preparation for our upcoming "Go Live" date, we have posted new training materials to be used by attorneys and legal professionals on our [website](#). The new training materials are: "District Court CM/ECF Computer-Based Training" and "District Court CM/ECF Tutorial." The ECF User Manual and the ECF Registration Form (sample of registration form is attached) will also be posted on the website.

Attorneys will not be required to attend on site training to participate in the Electronic Case Filing program. However, attorneys must certify that they have read all Local Rules and the ECF User Manual before they are issued a court login and password. An attorney admitted to the Bar of this court, including an attorney admitted *pro hac vice* may register as a Filing User by completing the ECF Registration Form and submitting it to the clerk. Please submit completed and signed registration form to clerk's office at any one of the following locations:

St. Thomas Division: 5500 Veteran's Drive, Rm. 310, St. Thomas, VI 00802
St. Croix Division: 3013 Estate Golden Rock, C'sted, St. Croix, VI 00820

You will receive an e-mail with your court login i.d. and password. Reminder: You must have a PACER account in order to view docket sheets and documents, and also to Query and run Reports in ECF. Please contact PACER Service Center at (800) 676-6856 or register online at <http://pacer.psc.uscourts.gov>.

For those attorneys and staff who would like training, there are two options from which to choose:

1. Self-Guided Training Opportunities
 - a. Practice Tutorials located on website
 - i. District Court CM/ECF Computer Based Training
 - ii. District Court CM/ECF Tutorial
 - iii. District Court Train Database
 - b. ECF User Manual
 - c. Local Rule- LRCi 5.4-Electronic Filing
2. A 60- minute "On Site" Training
 - a. Overview of the benefits of CM/ECF
 - b. A description of the systems requirements
 - c. A demonstration of e-filing in civil/criminal cases
 - d. A discussion on local rule 5.4

ON-LINE ATTORNEY TRAINING

The **District Court Computer-Based Training Modules (CBT)** are a series of generic training modules to assist a user in becoming familiar with the electronic filing. Each CBT covers a specific topic and is designed to be taken at the student's own pace. The topics covered include a wide range of activities in the CM/ECF application. Upon completion these CBT modules, students will be able to:

1. Describe the CM/ECF application
2. Convert documents to PDF format
3. Log in to the CM/ECF application
4. Use the CM/ECF application to:
 - a. Open civil and criminal cases
 - b. File various documents
 - c. Query case information
 - d. Run various reports

These training modules work only in supported web browsers which include: Microsoft IE 5.5 SP1 and above; Netscape 7.2 and above; Firefox and other Mozilla-based browsers. Earlier versions of Netscape and IE, are not supported.

The training modules are run in pop-up windows. You must allow pop-ups from this site or you will not be able to view these modules

The **District Court CM/ECF Tutorial** is also designed for attorneys and staff interested in learning how to use the CM/ECF system. The tutorial consist of five modules, with simulated screens and actions that guide a user through specific CM/ECF functions such as how to file an answer or how to create a cases filed report.

The tutorial is self-paced and allows you to bookmark your place and return when it is convenient to you. The entire tutorial can be completed in about one hour.

The **District Court Training Database** (*Figure 1-Click on DC CM/ECF Train Website*) can be used to practice entering new cases or pleadings into an ECF training database before using the live ECF database. Access to the training database is authorized with the following logins and passwords:

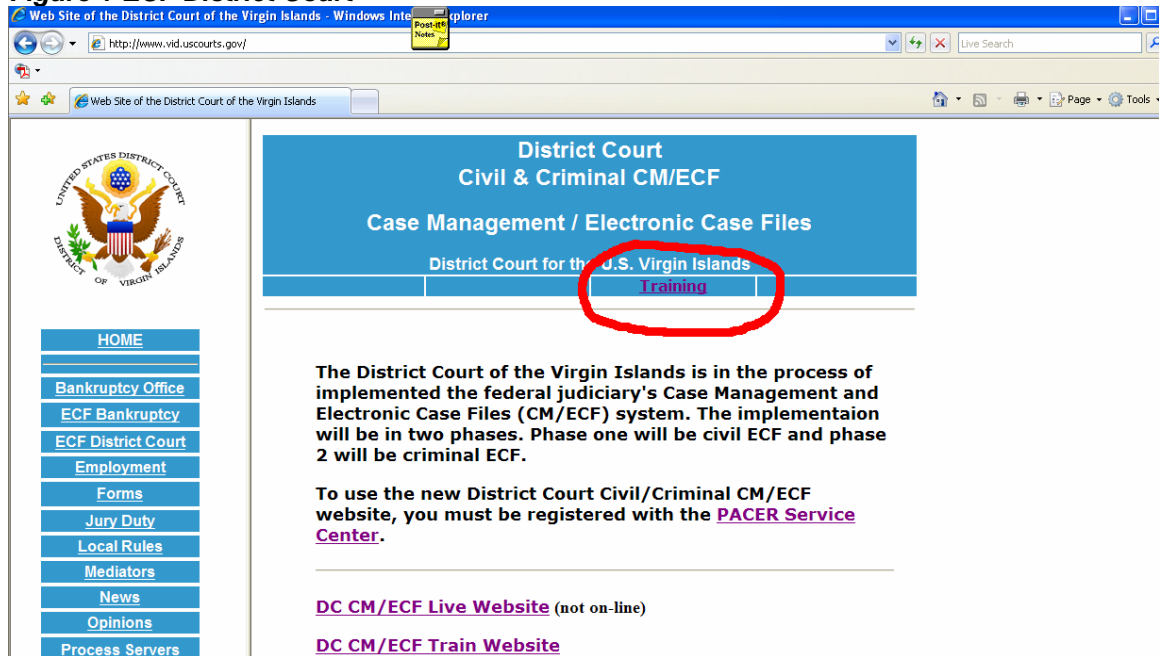
Logins	Passwords
Student1	training
Student2	training
Student3	training
Student4	training
Student5	training

The training database will be available on Monday, May 21, 2007.

Getting Started: On-line Tutorials

1. From the Home page click on ECF District Court.
2. Then click on Training (Figure 1)
3. Choose one of the online tutorial and follow the instructions provided.

Figure 1-ECF District Court



ON-SITE TRAINING

The court will be scheduling on-site trainings in both divisions a week or two before our “Go Live” date. A schedule will be posted on the website.

Sample-ECF Registration Form (this form is located on our court's website)

DISTRICT COURT OF THE VIRGIN ISLANDS
DIVISION OF ST. THOMAS/ST. JOHN AND ST. CROIX

The District Court of the Virgin Islands, requires that an attorney certify that he or she has read all Local Rules and the ECF User Manual before the attorney will be given a login and password to electronically file in this court.

Please fill out the information below and submit along with a signed CM/ECF Registration Form provided on the following page.

Please type or print:

Prior CM/ECF Filing Experience:

I, _____, hereby certify that I have previously filed
using CM/ECF in the United States District/Bankruptcy (*circle one*) Court, for the

_____ District of _____.

Or, Prior CM/ECF Training Experience:

I, _____, hereby certify that I have attended CM/ECF training

at the United States District/Bankruptcy (*circle one*) Court, for the _____ District of

_____, on or about the date of _____.

I certify that I understand how to use the CM/ECF system and that I have read all court rules and procedures regarding CM/ECF. I authorize the Clerk's Office to contact me by mail or email to inform me of my login and password.

Signature

Date

VI Bar Number

District Court of the Virgin Islands
ELECTRONIC CASE FILING SYSTEM

Attorney Registration Form

This form shall be used to register for an account on the District Court of the Virgin Islands Electronic Case Filing System. Registered attorneys will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the Electronic Case Filing systems. The following information is required for registration:

Please Type

First/Middle/Last Name: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Telephone Number: _____

FAX number: _____

E-Mail

Address: _____

(Attorney's email for electronic service)

Additional E-Mail Address: _____

(Secretary, central repository, etc.)

****Note: Attorneys seeking to file documents electronically must first be admitted to practice in the District Court of the Virgin Islands pursuant to LR83 or 83.1 Attorneys filing only in MDL cases are not required to be admitted to practice in this court.**

By submitting this printed and signed form, the undersigned agrees to abide by all Court rules, orders, policies and procedures governing the use of the electronic case filing system. The undersigned also consents to service by electronic means in the circumstances permitted under those rules, orders, policies and procedures. The undersigned agrees that the combination of user i.d. and password will serve as his or her signature for filing documents pursuant to Rule 11 of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. The undersigned agrees to protect the security of his or her password and immediately notify the Clerk of Court if he or she suspects the password has been compromised. The undersigned further agrees to promptly notify the Clerk of Court if there is a change in his or her personal data, such as name, e-mail address, firm address, telephone number, etc.

Date

Attorney/Participant Signature